



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“ASSISTANT COUNTY ATTORNEY” SARATOGA COUNTY ATTORNEY’S OFFICE

SALARY: \$96,071 * Plus Excellent Benefit, Retirement Package & Compensation Plan*****

Distinguishing Features of this opportunity are...

This is an exempt and appointive position which gives legal advice to officials and employees of the County of Saratoga, and various departments of Saratoga County government, including, but not limited to the Saratoga County Treasurer’s Office, the Saratoga County Clerk’s Office and Saratoga County Sewer District No. 1. Knowledge and expertise in areas such as County Law, General Municipal law, Public Officer Law, Real Property Tax Law, Bankruptcy Law, civil procedure, and environmental law shall be preferred. The attorney would also need to prosecute and defend appeals to the Appellate Division, Third Department and to the Court of Appeals as needed. Performs other related duties as necessary.

In addition, the attorney would substitute for other Assistant County Attorneys as needed in Family Court Act Article 3 juvenile delinquency proceedings initiated by the Saratoga County Attorney’s Office. The attorney is responsible for related work as assigned by the County Attorney. Although the County Attorney is available for supervision, consultation and advice, some latitude is given for the exercise of independent professional judgment in assigned matters. The incumbent has some leeway for the independent performance of duties within accepted professional and legal standards.

Typical illustrative* work activities will include, but are not limited to...

- Serves as legal counsel to officials and employees of Saratoga County as assigned by the County Attorney;
- Assists in the legal review and counsel of all legal documentation, contracts and other information pertaining to all County Departments, officials and employees;
- Acts as liaison between County Attorney, 1st Assistant County Attorney and all assigned County Departments, officials and employees;
- Prepares for and participates in court proceedings as necessary;
- Reviews pending cases and documentation to determine recommended disposition.
- Assists in drafting, reviewing and editing policies and procedures for assigned agencies and departments.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications for this position are...

Licensed and entitled to practice Law in the State of New York; AND at least two (2) years of paid legal experience, to include trial experience. Admission to Federal bar preferred.

Qualified candidates may submit their application and resume by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until the vacancy has been filled

Application is required and are available in the Human Resources Office or on our website, www.saratogacountyny.gov **Resume MAY NOT be substituted for Application.** No Fax Submissions

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

 *Revolutionary By Nature* 